

**SECRET**

**CONFIDENTIAL**

Chief, Plans Staff, Office of Personnel

2 JUL 1957

25X1

ATTN :

[Redacted]

Acting Chief, TAS

*Procedure Payroll - Security*

Employee Addresses

*X-Ref - Security*

1. This will confirm your telephone conversation with a member of this Staff concerning the obtaining of addresses for overseas personnel of the Agency. Other steps are to be undertaken by the Office of the Comptroller at Headquarters in order to try and provide an address for use on W-2's, Withholding Tax Statements.

2. It is, therefore, recommended that the proposed book dispatch to field stations requesting this information be withdrawn. Your cooperation on this problem of obtaining addresses has been appreciated.

[Redacted]

Distribution:

- Orig. and 1 - Addressee
- 1 - TAS Subject ✓
- 1 - TAS Reading
- 1 - TAS Chrono

*131362*

TAS/BBB/ck (2 July 1957)

JOB NO. \_\_\_\_\_ DATE \_\_\_\_\_ PAGE NO. 3 NO CHANGE  
 IN CHARGE \_\_\_\_\_ DATE \_\_\_\_\_ PAGE NO. 22 JUST  
 NEXT REV DATE 89 DATE 14/12/79 DATE 02  
 NO. PGS 1 CREATION DATE \_\_\_\_\_ DATE 09 ON 38 ORG CLASS 5  
 NEW CLASS C REV COORD. \_\_\_\_\_ AUTH: MR 70-3

**SECRET**

**CONFIDENTIAL**

*M 360*